Friends of Wellesley College Athletics
Structure and Bylaws

Article I  NAME
The name of this organization shall be Friends of Wellesley College Athletics (also referred to as Friends of Wellesley Athletics, or FOWCA). It was authorized by a 1986 vote of the Wellesley College Board of Trustees and was established with bylaws in 1987.

Article II  PURPOSE
The purpose of this organization shall be to provide supplementary support for the athletics and recreational programs of the Department of Physical Education, Recreation and Athletics (PERA) at Wellesley College and to encourage among students, other members of the Wellesley College community, alumnae and other friends of the College a lifelong interest in athletics and recreation.

The primary activities undertaken in support of this purpose may include:

a. Engaging a network of alumnae and friends of the College to support Wellesley athletics and recreation;

b. Working with the Office for Resources to raise supplementary funds for athletics, club sports, fitness and wellness;

c. Increasing the local and national visibility of the Wellesley athletic program;

d. Providing for the exchange of news and information between the Wellesley College Department of PERA and the Wellesley College athletic teams and alumnae, parents and friends of the College; and

e. Sponsoring special events, including campus and regional activities.

Article III  MEMBERSHIP
All alumnae, students, faculty, staff, parents, and friends of Wellesley College are invited to become Friends of Wellesley College Athletics ("Friends"). Donors to FOWCA or the PERA Department shall be considered Friends.

Article IV  ORGANIZATION
Friends of Wellesley College Athletics shall be led by the National Committee and its two co-chairs.
A. Co-Chairs

1. Responsibilities
   a. The co-chairs shall lead each meeting of the National Committee.
   b. The co-chairs shall be ex officio members of each Standing Committee.
   c. The alumna co-chair shall be a voting member of each Standing Committee; the PERA Department Chair shall serve with voice but not vote.

2. Appointment
   a. One co-chair shall be an alumna, who is recommended by the existing co-chairs consistent with the process presented to the National Committee of Friends of Wellesley College Athletics, and appointed by the President of the College.
   b. The other co-chair shall be the Chair/Director of the Department of PERA.

3. Terms
   a. The alumna co-chair shall be appointed by the fall prior to the July start of her tenure as co-chair, and shall serve one term of three years.

B. National Committee

1. Responsibilities
   a. to increase resources (particularly financial) for the athletics and recreation programs;
   b. to approve the annual FOWCA budget and to approve additional expenditures, provided that at least ten days’ written notice and supporting documentation has been given to National Committee;
   c. to approve the nomination of National Committee members and the chairs for standing and ad hoc committees;
   d. to direct the work of the standing and ad hoc committees;
   e. to elect recipients of the Friends of Wellesley College Athletics Honor and Linda K. Vaughan Exceptional Service awards; and
   f. to designate Friends to coordinate specific projects as the need arises.

2. Meetings -- The committee normally meets three times each year: twice on campus around Homecoming in the fall and around the Scholar-Athlete Awards Event in the spring, and once by video/conference call in the winter.
3. **Composition** –

   a. Members of the National Committee must be Friends, as defined above by the receipt of an annual contribution. National Committee members who are Wellesley students or PERA faculty/staff shall be considered Friends without the requirement of a monetary contribution.

   b. The National Committee is comprised of up to 18 members: the co-chairs, up to ten alumnae/community, one coach, one parent, one recreation representative, and three students.

   1. The two co-chairs, as defined above
   2. The ten alumnae/community members are elected by the National Committee to represent the diversity of varsity and club sports, geography, ethnicity, sexual preference, age, and experience, as well as to bring specific expertise. Ordinarily, preference will be given to alumnae unless otherwise noted.

   3. One coach from the current PERA Department;
   4. One parent of a current student athlete;
   5. One recreation/club sport representative, and
   6. Three students: two varsity athletes and one club athlete.

   7. The National Committee is also supported by select PERA Department administrators, who attend the National Committee meetings and may serve on Standing and ad hoc committees with voice but not vote.

4. **Terms** – The terms for Friends of Wellesley Athletics National Committee begin July 1.

   a. The alumna co-chair serves as chair for three years;
   b. Alumnae/community members serve for a term of three years and may serve a maximum of two consecutive terms. Service of the alumna co-chair and/or members elected to fill a partial term may be longer than six years total. Former National Committee members are not precluded from future service on the National Committee.

   c. The coach representative is appointed by the PERA co-chair for a three-year term.

   d. The parent representative is appointed by the PERA co-chair annually and may be re-appointed until her/his student graduates, with a maximum of three years.

   e. The recreation/club sport representative is appointed by the PERA co-chair for a one-year term and may be re-appointed annually.

   f. Student representatives are appointed by the PERA co-chair annually for a one-year term and may be re-appointed for a second year.
g. Terms are staggered so that ordinarily each May, four National Committee members are approved, re-approved, or appointed for a three-year term, and five representatives are appointed or reappointed to a one-year term.

C. Standing Committees

Committees meet as often as determined necessary by each chair in order to carry out the business of the committee, but normally not less than twice per year. Meetings may be held by video or conference call. A PERA staff member shall serve as an ex officio non-voting member of each committee as assigned by the co-chairs.

a. Awards Committee

i. Responsibilities:
   1. To coordinate nominations for Friends of Wellesley College Athletics awards and recognition consistent with guidelines established for each; and
   2. To recommend future modifications and/or additions to Friends of Wellesley Athletics awards and recognitions.
   3. The chair of the Awards Committee also serves as an ex officio member of the Wellesley Athletics Hall of Fame selection committee.

ii. Composition: at least two National Committee members, the National Committee co-Chairs, and four Friends so that as many of the following areas as possible are represented: coaches, faculty, student-athletes, SAAC representatives, recreation students, Club Sport Council representatives, administrators, Wellesley young alumnas (graduated within the past 10 years) and Wellesley alumnas from prior to the past ten years. A single person could represent more than one area. Student representatives will serve on an annual basis, with a maximum of two years of service.

b. Engagement & Outreach Committee

i. Responsibilities:
   1. To enhance support for Athletics and Recreation programs at Wellesley College by communicating the mission, goals and events of Friends of Wellesley College Athletics with consistency;
   2. To engage alumnae, friends and families in the pursuit of the continued excellence and growth of the Wellesley College athletic and recreational programs;
   3. To work in partnership with the co-chairs and Office for Resources, enlisting help from all National Committee members and Friends of Wellesley College Athletics representatives as necessary to accomplish its goals; and
   4. To assist PERA, as appropriate, in sponsoring special events,
including campus and regional activities.

5. The Engagement & Outreach Committee may be divided into working groups of one or more National Committee members and a staff liaison, according to the priorities of the current year. Members and Friends may serve in more than one working group.

ii. Composition: at least eight National Committee members, ordinarily including all first-year members and student representatives, and the National Committee co-Chairs, with additional FOWCA representatives and PERA staff as appropriate.

c. Finance Committee
   i. Responsibilities:
      1. To review financial resources, annual giving and expenditures, and to develop an annual and long-range plan for financial sustainability;
      2. To prepare an annual budget, incorporating recommendations from Standing Committees, for distribution to the National Committee at least ten days prior to the spring meeting, and to seek approval for the budget from the National Committee at the spring meeting; and;
      3. Depending on financial resources, to make mid-year recommendations for expenditures, provided that the proposed expenditures are sent to all National Committee members at least ten days in advance, and that such expenditures are voted by the National Committee at one of its regular meetings;

   ii. Composition:
      1. At least two National Committee members and the National Committee Co-chairs.

d. Governance Committee
   i. Responsibilities:
      1. To oversee and promote the organizational effectiveness and continuing development of the National Committee of the Friends of Wellesley Athletics;
      2. To review bylaws, policies and procedures, and recommend changes to the National Committee;
      3. To maintain a list of all National Committee members, including terms of service, areas of interest and expertise, and contact information;
      4. To maintain an annual list of those serving on and supporting Standing and/or ad hoc committees;
      5. To ensure that all National Committee members are effectively
trained and able to fulfill their duties, including maintaining FOWCA membership, attending National Committee meetings, and participating in Committee work; and

6. To develop and oversee a performance self-assessment by the National Committee and its leadership at least every three years.

ii. Nominating Process Responsibilities:

1. To develop candidates for the National Committee and Standing Committees of the Friends of Wellesley College Athletics.

2. To survey continuing National Committee members prior to the spring meeting regarding Standing Committee assignments for the following year;

3. To present Standing Committee chairs, additional Standing Committee members, and new alumnae/community National Committee members to the spring meeting for a vote of approval;

4. To appoint FOWCA Volunteers to support the National Committee, Standing or ad hoc Committees, or working groups and report to the National Committee; and

5. To recommend candidates to fill vacancies as they arise and present them to a meeting of the National Committee for a vote of approval.

iii. Composition: at least three National Committee members, one of whom shall serve as the Nominating Chair, and the National Committee Co-chairs.

D. Standing Committee Chairs

i. Responsibilities:

a. To recommend annual Committee goals and objectives for approval by the National Committee;

b. To recommend an annual budget to the Finance Committee for approval by the National Committee;

c. To determine a meeting schedule required to meet those objectives;

d. To delegate assignments to committee members; and

e. To present a report of its activities at each National Committee meeting.

ii. Appointment:

a. Standing Committee chairs must be members of the National Committee. It is recommended, but not required, that the Chair serve as
a member of a committee prior to becoming its chair.

E. **Friends of Wellesley College Athletics Volunteers** may support the National Committee, its standing Committees and/or its working groups. These FOWCA Volunteers are appointed by the Governance Committee to serve annually and may be reappointed without limitation.

F. **Ad Hoc Committees** may be established by vote of the National Committee as the need arises. An *ad hoc* committee shall include at least one National Committee member as chair and may include additional National Committee members, FOWCA volunteers, and/or PERA staff.

**Article V  MEETINGS**

A. The National Committee shall meet at least twice a year on campus and once by video/Conference call. The National Committee shall determine the frequency and dates of its meetings. A quorum shall consist of one more than 50% of the voting membership of the Committee.

B. The Standing Committees shall meet as often as determined necessary by each chair in order to carry out the business of the committee, but normally not less than twice per year. Meetings may be held at any time during the year and may be held by video or conference call.

**Article VI  AMENDMENT OF THE BYLAWS**

These Bylaws may be amended at any time (consistent with law) by an affirmative vote of two-thirds of the National Committee, provided that notice of the proposed changes, along with the full text of the changes, is given to all National Committee members at least ten days prior to the meeting at which such vote is to be taken. Absent members may participate in the discussion and vote by video or Conference call.

Adopted 02/18/1987  Revised 05/18/07  Revised 04/24/13
Revised 05/08/93  Revised 05/18/09  Revised 05/07/15
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